

# Vacancy Information

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**Announcement Number:** ADMIN-2009-0001

**Vacancy Description:** Administrative

**Open Period:** 11/25/2008 - 02/06/2009

**Series/Grade:** GS-ADMIN-09

**Salary:** \$50,408.00 TO \$73,100.00

**Promotion Potential:** GS-12

**Hiring Agency:** HHS OFFICE OF THE SECRETARY

**Duty Locations:** MANY vacancies Washington DC Metro Area, DC and Atlanta, GA

**For more information, Contact:** Shanaz Mobley, 301-443-7568  
[emergingleadersquestions@hhs.gov](mailto:emergingleadersquestions@hhs.gov)

## Additional Information

### Who May Apply:

Open to All United States Citizens.

### Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

The Emerging Leaders Program (ELP) is designed to recruit high potential employees and provide fast track development highlighting leadership and business skills through experiential learning and training. This Program is one of the recruitment tools used by the Department of Health and Human Services (DHHS) to hire exceptional interns with a variety of backgrounds for the effective analysis and execution of our programs. Formal training and leadership development are the foundation of this two-year internship resulting in a cadre of well-trained, well-qualified employees for leadership roles in the Department of Health and Human Services.

This is an Excepted Service Appointment that recruits for GS-9 level positions across 5 career tracks (note: not all career tracks recruit each year).

### Key Requirements:

\* Must be a US Citizen

**Position Information:**

Full Time

Excepted Service Appointment, Not to Exceed 2 Years

**Major Duties:**

The Administrative career path offers the greatest variety of positions and unique opportunities. Candidates for this career path will have backgrounds in or hold an advanced degree in Financial Management, Accounting, Business Administration, Human Resources or other Liberal Arts programs. Some of the positions covered within this career path are budget analyst, contract specialist, human resources specialist, grants management analyst, and program analyst.

**Qualifications and Evaluations:**

Transcripts:

We will request transcripts ONLY from those that are accepted into the program (At a future date). Please do not submit transcripts at this time.

You must be a US citizen

You must be eligible to qualify at the GS-9 level: The following will qualify you at the GS-9 level; Master's degree, PH.D, JD or higher level degree from an accredited college or university. If you do not possess a Master's Degree or higher, you may qualify at a GS-09 with a Bachelor's degree and 1 year of specialized experience related to the career track for which you are applying.

<http://www.opm.gov/qualifications/>.

Examples of qualifying specialized experience are:

- Analyzing quantitative data to ensure its accuracy, determine trends and make sound recommendations.
- Experience with planning, coordinating, and arranging meetings, conferences and workshops.
- Written communication experience with one or more of the following: peers and/or team members, professors, supervisors and/or managers.
- Applying knowledge of financial management concepts and techniques.
- Making oral presentations to any of the following groups: professional colleagues, supervisors and/or managers, academia, including conferences, public meetings, etc.
- Experience demonstrating the capacity to lead people or projects.
- Experience in human resources management.

**How You Will Be Evaluated:**

Your resume and responses to the self-assessment job questions are an integral part of the process for determining your basic and

specialized qualifications for the position. Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience when requested.

There are several parts of the application process that affect the overall evaluation of your application:

1. Your resume
2. Your responses to the core questions
3. Your responses to the self-assessment job-specific questions
4. Your supporting documents

High self-assessment in the vacancy questions that are not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Please allow yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the "[click here](#)" link below.

#### **How to Apply:**

Please fill out the online application in its entirety:

- There is a section to input your resume/Curriculum Vitae, (outlying both your paid/unpaid work experience; honors received; extra curricular experience; special skills; and leadership roles)
- Please include with your resume, ( in the same dialogue box) a short cover letter summarizing your experience and qualifications for the program (half page maximum)

**\*\*You will need to complete this application by the vacancy close date, midnight 02/06/09.**

#### **Recommendations:**

Please provide 2 letters of recommendation with original signatures from individuals who can speak to your specific accomplishments and experiences which demonstrate your analytical ability, oral and written communication skills, and leadership potential.

These two references must be from the Department Chairperson of your academic program and/or from a current/former manager, supervisor or professor. Please ensure that both references are submitted on Company/University letterhead.

**\*\*Please note: If you are currently enrolled and will graduate by August 2009; YOU MUST PROVIDE at least one reference from an academic Department Chairperson and/or Professor on University Letterhead. The other recommendation can be from a current/former manager or supervisor.**

#### **Required Documents:**

- We must receive your reference packet, postmarked by 02/06/09
- We will not accept faxes, emails or PDF documents
- Submit to:

ELP Program Coordinator  
6010 Executive Blvd., Suite 400  
Rockville, MD 20852.

Additional documentation may be requested at a later date.

**What to Expect Next:**

Timeline

The recruitment plan for the ELP includes:

- o The start date for the ELP is July 2009

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

[More Info](#)

Life insurance coverage is provided.

[More Info](#)

Long-Term Care Insurance is offered and carries into your retirement.

[More Info](#)

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program.

[More Info](#)

You will earn annual vacation leave.

[More Info](#)

You will earn sick leave.

[More Info](#)

You will be paid for Federal holidays that fall within your regularly scheduled tour of duty.

[Mor Info](#)

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

**Additional Information:**

Questions:

Please send your questions to [emergingleadersquestions@hhs.gov](mailto:emergingleadersquestions@hhs.gov)

- For additional information on program offerings, see our ELP website:

<http://learning.hhs.gov/elp.asp>

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**This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.**

**Job Specific Questions**

Grade: 09

**\* 1. Choose one answer that best describes your education, experience, or combination of education and experience:**

1. I possess at least one year of specialized experience that has equipped me with the particular knowledge, skills and abilities to successfully perform the duties of the position. The experience is related to the work of the position and equivalent to at least the GS-7 in the Federal Service as described in the vacancy announcement.
2. I possess 2 full years of progressively higher level graduate education or Master`s or equivalent graduate degree (such as an LL.B or J.D.).
3. I possess a combination of graduate level education beyond the first year of progressive graduate study and appropriate experience that together meet the qualification requirement of this position.
4. I do not meet any of the requirements described above

All Grades

**\* 1. I have an undergraduate or graduate degree in the following discipline:**

Check all that apply

1. Accounting
2. Business
3. Public Administration
4. Finance
5. Law
6. Economics
7. Industrial Finance
8. None of the above

**\* 2. I have education and/or experience assisting with audits in one or more of the following areas:**

Check all that apply

1. Maintaining ledgers and preparing data for automated financial systems.
2. Working with team members to acquire the necessary information to complete an audit.
3. Examining documents to determine if transactions were properly supported in accordance with pertinent laws, policies, procedures and practices.
4. Interpreting and applying accounting and audit principles to programs.

**\* 3. Have you demonstrated your leadership capability by motivating and inspiring others toward a common goal?**

Yes No

**If you answer "Yes" you will be asked the following question(s):**

**\* 3.1. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.**

(Essay Question)

**\* 4. Apply knowledge of financial management concepts and techniques.**

1. I have not had education, training, or experience in performing this task.
2. I have completed education or training in performing this task.
3. I have performed this task as a part of my studies or on the job, under close supervision by a professor or supervisor.
4. I have performed this task as a regular part of my studies and/or on the job, independently and usually without review by a professor or supervisor.

**\* 5. I have studied or have a professional working knowledge of:**

Check all that apply

1. Title VI - The Civil Rights Act
2. Title VII - The Civil Rights Act of 1964
3. Rehabilitation Act of 1973
4. Discrimination in Employment Act of 1967
5. Age Discrimination Act of 1975
6. Privacy Rule under HIPAA
7. Federal or State Welfare Laws
8. Federal or State Healthcare Laws
9. Family Law
10. Precedent Court & Administrative Decisions
11. None of the Above

**\* 6. Please select all that you have education or experience with:**

Check all that apply

1. Giving presentations to small groups
2. Giving presentations to large groups (20+)
3. Giving presentations to the public at large
4. Participating/presenting at conferences
5. Serving as a conference leader
6. Serving as a negotiator
7. Providing court testimony
8. Explaining and defending management policies

**\* 7. Which Operating Division (OPDIV) within HHS are you most interested in working for as your primary choice?**

1. NIH-Bethesda, MD
2. FDA-Rockville, MD
3. CMS-Baltimore, MD
4. OS-Washington, DC
5. ACF-Washington, DC
6. AoA-Washington, DC
7. SAMHSA-Rockville, MD
8. AHRQ-Rockville, MD
9. HRSA-Rockville, MD
10. PSC-Rockville, MD
11. CDC-Atlanta, GA

**\* 8. Which OPDIV is your secondary choice?**

1. NIH-Bethesda, MD
2. FDA-Rockville, MD
3. CMS-Baltimore, MD
4. OS-Washington, DC
5. ACF-Washington, DC
6. AoA-Washington, DC
7. SAMHSA-Rockville, MD
8. AHRQ-Rockville, MD
9. HRSA-Rockville, MD
10. PSC-Rockville, MD
11. CDC-Atlanta, GA

**9. Please select the response below that best reflects your experience in a leadership role.**

1. I have directed group projects and/or work assignments, defined the nature of assignments and developed project task according to established objectives and timeframes.
2. Set priorities and effectively managed constrained time, financial requirements, program activities, and personnel resources.
3. Developed long-range or short-range plans or program strategies to achieve consistency in program policies and priorities.
4. None of the above

Please elaborate on your answer, providing specific examples (do not cut and paste your resume).

**10. Do you have education, training or experience in Human Resources Management?**

Yes No

**11. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.**

(Essay Question)

**12. Select the statement that best describes your experience preparing analyses, reports, proposals and recommendations in writing to senior management for administrative purposes.**

1. I have had education or training in performing this task, but have not yet performed it on the job.
2. I have performed this task on the job, with close supervision from supervisor or senior employee.
3. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
4. I have not had education, training, or experience performing this task.

**13. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.**

(Essay Question)

**14. I have researched, analyzed and synthesized data to determine findings, detect trends, and make sound recommendations.**

True False

**15. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.**

(Essay Question)

**16. I have written communication experience with one or more of the following:**

Check all that apply

1. Peers and/or team members
2. Professors, supervisors and/or managers
3. High level officials
4. Audiences and/or groups outside of my organization
5. None of the above

**17. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.**

(Essay Question)